



Regional Webinar #5

December 15 and 16, 2020



AGENDA

- I. Spend Down Rates
- II. Achieving Spend Down
- III. Allowable Post Dec 30th Payments
- IV. Compliance Questionnaires
- V. Reporting Dates
- VI. Recoupment

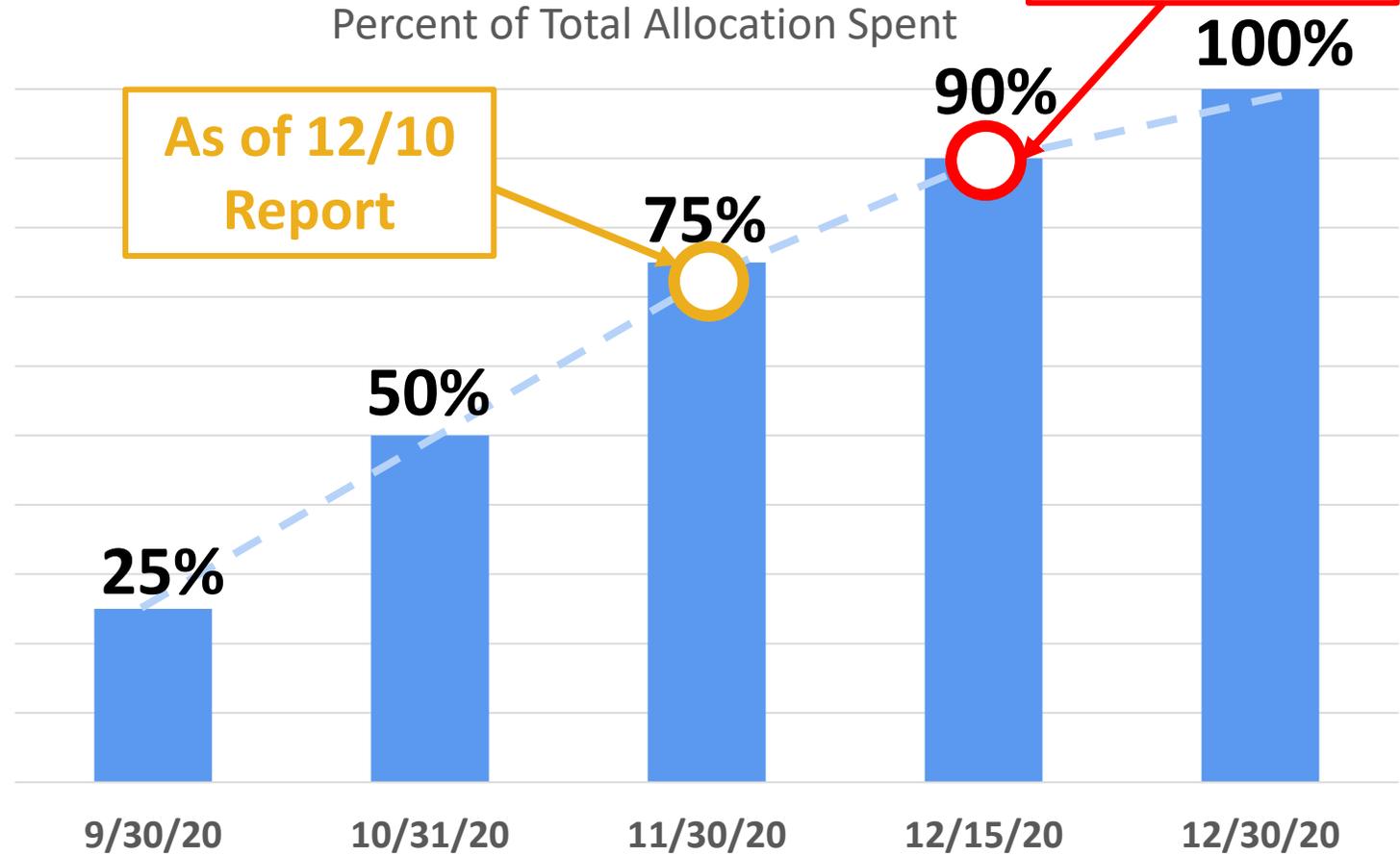


14 Days

Until December 30, 2020
counting today

MODEL SPEND DOWN

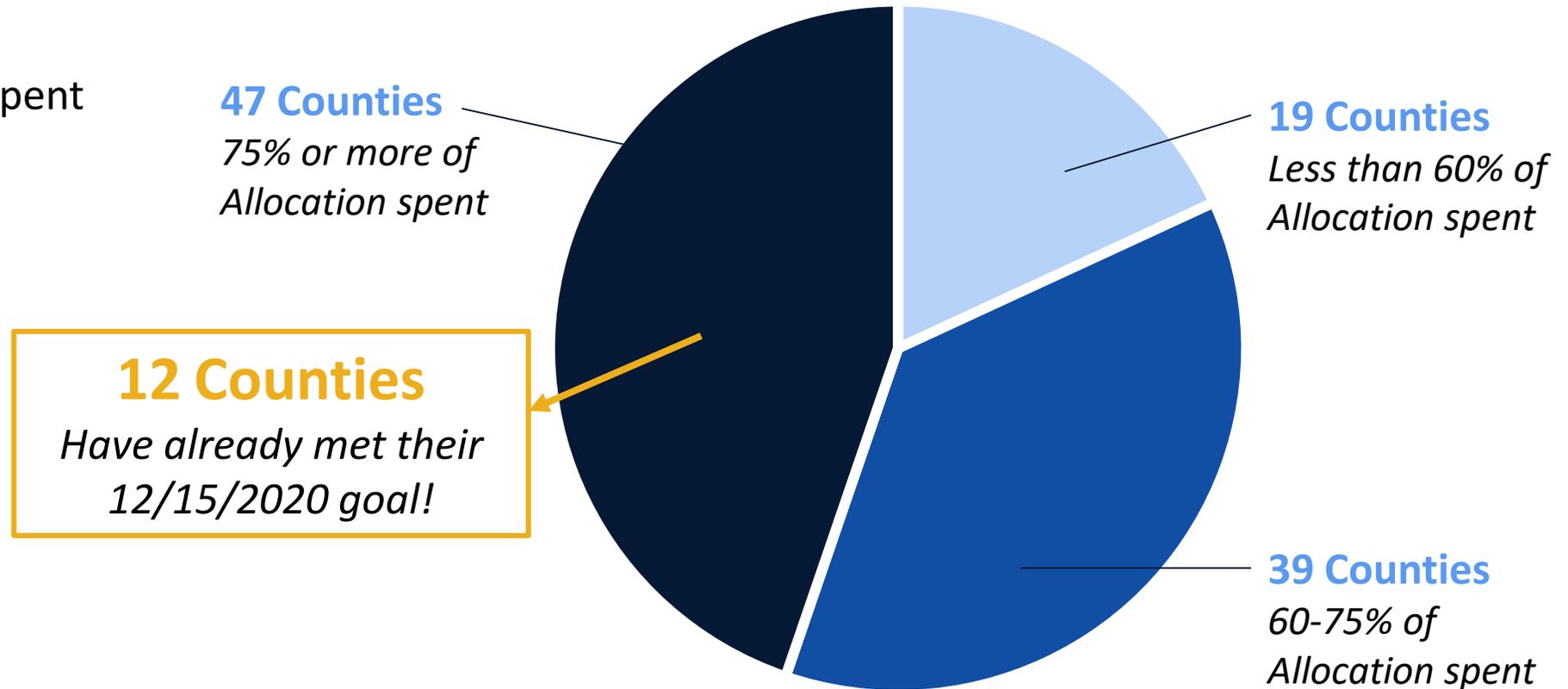
Keep the model spend down in mind as we approach Dec 30th



ACTUAL SPEND DOWN

Spend Down Status

- \$128 M remains to be spent by December 30th





Achieving Spend Down

ACHIEVING SPEND DOWN

Contingency Spending Plans can include:

- Explore & Exhaust County Expenditures
 - Payroll & Benefits for eligible departments, including overtime & hazard pay
 - PPE Purchases and Sterilization for departments
 - Reserve 5% Administrative Allocation for audit and compliance expenses
- Increase funding to Grant Programs
 - Potential to increase the individual award amount and the number of awardees
- Increase funding to Schools or School Districts
 - Allocate additional funding for reimbursement of COVID-19-related expenses dating back to March 1, 2020 with minimal recordation feedback required



REALLOCATION

Reallocation of Funds should be reflected on both the Change Memo and the Summary Page:

Office of Recovery
Eisenhower State Office Building
700 SW Harrison Street, Suite 1234
Topeka, KS 66603



Phone: (785) 368-8507
recovery@ks.gov
covid.ks.gov
governor.kansas.gov

Laura Kelly, Governor

CRF County Change Memo

This Change Memo should accompany monthly County Expenses Reporting Template—even if no substantive changes are made.

County: Jones County

Reporting Period: 11/1-11/30

Submitted by: John Doe

Do you have changes from previously submitted reporting? YES NO

Please list any changes from previously submitted reporting, including the type of expense (County/External/K-12/Grant Program) and amount. These changes should also be reflected in your Reporting Template.

Jones County reallocated \$10,000 from Direct County Expenditures to USD 1234.

Reallocation of Funds should be reflected on the Change Memo:



REALLOCATING FUNDS

Summary Page

Funding Overview Reporting Tool

Source	Previously Allocated	Current Allocation
Total County Allocation	\$ 2,125,000.00	
Direct County Expenditures	\$ 250,000.00	\$ 240,000.00
Transfers	\$ 60,000.00	\$ 70,000.00
USD 1234	\$ 60,000.00	\$ 70,000.00

Current Allocation should reflect the Reallocations

Previously Allocated should match Previous Reporting





**Allowable payments after
December 30th, 2020**

POST 12/30/2020 PAYMENTS

****All CRF expenses must show as encumbered by 12/30/2020****

Disbursements can be made for all CRF eligible expenses into 2021, ideally by 1/20/2021.

Two additional reporting dates exist (2/10/21, 3/17/21) for eligible Supply Chain related delays

The only allowable disbursements after 3/17/2021 (and no later than 6/15/2021):

- CRF-related, previously unbudgeted Audits
- CRF-related Consultants





Compliance Questionnaires

COMPLIANCE QUESTIONNAIRES

Compliance Questionnaire:

- Thank you for submitting your questionnaire! (*Revisions/RFIs are due 12/16/2020 by 5pm*)
- Purpose: To prepare counties for possible audits

Common Takeaways:

- Understanding that processes, policies, and procedures need to be CRF-compliant and well-documented (procurement/purchasing, personnel, COI, monitoring, etc.)
- Counties should have written agreements for all subrecipients and grantees

DOCUMENT, DOCUMENT, DOCUMENT!





Reporting Dates

REPORTING DATES

Upcoming Dates:

- January 6th, 2021
 - 12/1 - 12/30 Expenses
- January 20th, 2021
 - Final Reporting

January						
S	M	T	W	TH	F	S
			6			
			20			



NEW REPORTING DATES

Additional Dates:

- *Only for supply chain issues*
- *All expenses must still be incurred/encumbered by Dec 30th*
- This encumbrance process is typically accomplished through a purchase order
- All Counties are required to submit reports on January 20th
- However, the State will allow 2 additional final reporting deadlines for Counties with supply chain disruptions that need additional time to turn encumbrances into disbursements into early 2021
 - February 10th, 2021
 - March 17th, 2021





Recoupment

RECOUPMENT

If unable to expend remaining CRF funds:

- Please reach out
 - Open lines of communication with the Regional TAs and the Recovery Office
 - Help the State plan ahead so that funds can still be used in Kansas
- ✓ Sooner is better than later
- ✓ Be a good neighbor
- ✓ If you know already that you will not spend all of your funds...let us know! We can help!!



THANK YOU!





How Can We Help?

How can this team provide support to drive spending in ways that support your communities?

When in doubt—reach out to your TA!